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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities related to the project. It emphasizes the need for transparency and accountability in financial management.

2. The second part outlines the specific steps involved in budgeting and forecasting. This includes identifying key areas of expenditure, estimating costs, and setting realistic targets for revenue and expenses.

3. The third part focuses on monitoring and controlling the budget. It describes how regular reviews and reports can help identify variances from the plan and allow for timely adjustments.

4. The fourth part addresses the challenges often encountered during the implementation phase, such as unexpected cost increases or delays in funding. Strategies are provided to manage these risks effectively.

5. Finally, the document concludes by highlighting the long-term benefits of sound financial management practices, including improved decision-making and sustained organizational growth.











